**PLC Notes 8/28/14**

**In Attendance:** Stacia, Brenda, Shirley, Carol, Dani, Robyn, Seena, Jodi, Crista

**Target 1:** Create agreed-upon PLC agreements/norms

*What commitments do you need?*

*What values are important to you when working with others?*

***We value each others’ time when setting, attending and participating in PLC meetings.***

* Use meeting time effectively.
* Communicate cancelations and schedule changes in advance.
* Honor meeting times.

**We recognize our strengths, unique roles, learning styles and position responsibilities.**

* Acknowledge the work and talents of the individuals in the PLC.
* Honor our differences and similarities.
* Be patient. All voices are heard.
* Arrive at consensus, not always in agreement and communicate with one voice.

**We assume collective responsibility and mutual accountability.**

* Define and adhere to the purposes of the PLC.
* Identify the roles and tasks then follow through.
* Share the PLC work load: time keeper, note taker-distributer, agenda writer-facilitator.

**We reflect on our norms and progress both as a team and as individuals.**

* Revisit the norms (time line and assessments need to be identified.)
* Participate in self-reflection.

**Target 2:** Establish regularly-scheduled PLC meeting times

* Weekly: Friday afternoons from 2:30 to 4:00 unless meeting with the Regional Directors.

**Target 3:** List clarifying questions/concerns for the Executive Regional Directors

* When will we meet with Trevor/Karen/Heather/Hatton/Kathleen/Ginny so we can obtain a clearer picture of what our roles are?
* How long do we wait before we move forward with the buildings?
* What is tight and what is loose within our various positions?
* Should we all be introducing ourselves as an “Instructional Coach”? (Carol and Shirley)
* What are the parameters with Title 1? 80%? Does that mean that they can coach new-teachers across the district? Or that the 20% is planning?
* What is the vision for working with teams and individuals?

**Target 4:** Identify individual strengths and talents

* Google Sheet—Robyn has started it and sent it out.

**Follow Up: 9/5/14**

* Refine agreements/norms.
* Conduct discussions regarding individual strengths and talents.
* Chart similarities and differences of positions to identify overlaps or gaps.
* NEXT MEETING: Dani and Seena (Agenda and Facilitation), Crista (Note Taking), Stacia (Time Keeper)

**Future Considerations**:

* Begin each PLC with building updates, background ideas and initiatives.
* Discuss implemented assessment systems with relevant terminology and information.
* What are the basic instructional strategies that teachers need to know?